

Icons and text in the display

- Signal strength indicator
- Battery icon (fully charged)
- Battery icon (empty battery)
- Ring signal muted
- Loudspeaker on
- New message
- Confirm message
- Read message
- Voice mail
- Locked keypad
- Headset connected
- Microphone muted
- Missed call
- Answered call
- Outgoing call

* Warning: Handset may retain small magnetic objects around the mouthcap or earcap region.

Product presentation

The OfficeM cordless telephone is designed to be used in an indoor environment such as offices and not too heavy industrial environment. The telephone is suitable for users dependent on being reachable and/or having a need for mobile messaging functions.

Functions

Personal phonebook (100 entries)
Company phonebook (1000 entries)
Central phonebook (possibility to access one)
Changeable display contrast
Vibrator
Headset connector
Loudspeaking
Calculator
Alarm clock
SMS
Voicemail access
Conference call

Note: Your unit may have more functions than described here; see *User Manual, OfficeM Cordless Telephone*.

Basic functions

Switch the phone on/off

Press and hold the No button until the display lights up/turns blank.

Dial a number

Dial the number and press the Yes button.

Call a number from the call list

Open the Call list by pressing the Yes button. Step with (▼) and select one of the twenty last received, dialled, or missed calls. Press the Yes button to dial.

Quick call by a name in the phonebook

Press and hold the key that holds the first character in the name. Use short presses on the same key to step between the characters, and use (▼) to select the desired name. Press the Yes button. *Example:* if the name Eva is wanted, press key 3

(DEF); the name list that appears starts with D. Press the same key twice; the first name that starts with “E” is displayed. Scroll with (▼) to find the name. Press the Yes button to dial.

Call by a name in the phonebook

Enter Phonebook in the menu, select “Call”; “Name” appears. Enter the first character(s) or the whole name (or scroll with (▼) to find the name). Press the Yes button to dial.

Receive/End a call

When the signal sounds; press the Yes button to answer the call, or press the Handsfree key to answer in loudspeaking mode. Press the No button to end the call. The duration of the call is shown in the display.

Transfer a call (System dependent)

During a call, press the R key to put the call on hold. Dial the number you want to transfer the call to. If the number is available press the No button to transfer the call, or press the R key to return to the call.

Charge the battery

Place the telephone in the desktop charger. A filled “Battery icon” indicates a fully charged battery. While in a desktop charger the telephone is fully operational.

Lock the keypad

Enter “Toolbox” in the menu, select “Locks” and then “Key Lock”. Set to “Automatic” to enable the keypad lock. The “Locked keypad” icon indicates a locked keypad.

Unlock the keypad manually

Press the ✱-key and then the Yes button.

Volume/Mute control

Adjust the earpiece volume during a call

Press the upper Volume button to increase the volume, and the lower Volume button to decrease the volume.

Change the ringer volume

Enter “Toolbox” in the menu, select “Sound & Alerts” and then “Ringer Volume”. Choose if you want to change the volume for “Voice”, “Mail”, or “Alarm clock”. Select volume by using (◀▶). Press the Yes button.

Turn the vibrator on/off

Enter “Toolbox” in the menu, select “Sound & Alerts” and then “Vibrator alert”. Select “On”, “On when silent” or “Off”. Press the Yes button.

Turn the loudspeaking function on/off

Press the Handsfree key to turn on/off the loudspeaker, either before dialling a number or during a call.

Turn the ring signal on/off in stand-by mode

Press the Mute button and then the Yes button to change between ring signal on/off. The “Ring signal muted” icon indicates a silenced telephone.

Turn the mute mode on/off during a call

During the call, press the Mute button to turn on/off the mute mode function.

Messaging functions

Receive a text message

When a new message is received you are notified by a flashing LED, a message tone, and the “New message” icon shown in the display. An urgent message is displayed directly. If the message is received during a call, you are notified by a beep. Messages are stored in the “Inbox” in the “Message” menu.

Read a text message

Enter “Message” in the menu and select “Inbox”. Scroll with (▼) and select the message you want. Press the Yes button to open and read the message. Now the message can be removed, replied, confirmed (if required), or forwarded. The sender or a number in the text can also be called.

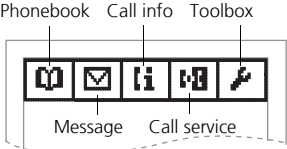
Write and send a text message

Enter “Message” in the menu, select “Send” and then “New”. Write the message, see under heading *Write text and numbers*, press the Yes button. Enter the number and press the Yes button to send.

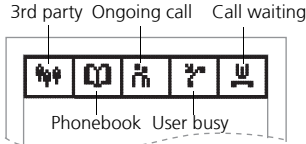
Menu

For a description of all functions; see the User Manual, OfficeM Cordless Telephone.

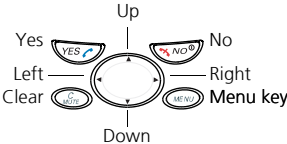
On hook/standby menu



Off hook menu



Navigate the menu



Enter the menu mode by pressing the Menu key, or navigation key left or right (◀▶). Use (◀▶) to choose tab and press the Yes button to open it; a heading is shown and the first alternative is marked. Use navigation key up/down (◀▶) to step in the alternatives and press the Yes button to select your alternative. A press on the No button takes you back one step. Always confirm your alternatives/settings with a press on the Yes button. Return to standby mode by pressing the Menu key or by a long press on the No button.

Write text and numbers

Useful when writing a message, or adding, searching or editing a name in the Phonebook. Press a key repeatedly. (Example: to get the character E, press key 3 twice). Key 0 and 1 contain special characters. Press the Yes button, enter the number and press the Yes button to save the entry, or to send the message.

Lower/upper case: short press on the ✱-key.

Add space in text: short press on key 1.

Delete a character: short press on the C-key.

Delete all characters: long press on the C-key.

Enter "+" in number mode: long press on key 0.

Enter a pause in number mode: long press on the ✱-key.

Menu structure

On hook/Standby menu

Phonebook >	Call Add contact Edit contact Delete contact Open central
Message >	Voice Inbox Send
Call info >	Missed calls Call list Call time
Call service >	Absence Divert
Toolbox >	Alarm clock Calculator Sound & Alerts Display Network Time & Date Locks Answering mode Language In charger mode Master reset

Off hook menu

3rd Party >	Call 3rd party Switch call Transfer Add to conf. End new call
Phonebook >	Call Add contact Edit contact Delete contact Open central
Ongoing call>	Message Call list Long DTMF Short DTMF Send pause
User busy >	Call waiting Call back
Call waiting >	Info Switch

Accessories

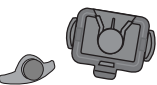
The following accessories are available for the OfficeM:



Leather case



Desktop charger



Swivel clip



Headset with
microphone on boom



Headset with
microphone on cable

Also available:

- Headset with hearing protection
- Charging rack

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Manufactured by:
Ascom Tateco AB, Sweden

Quick Reference Guide, GB
Ascom OfficeM
Cordless telephone